

A G E N D A
TOWN COUNCIL MEETING

March 2, 2026

Salem High School
44 Geremonty Drive, Salem, NH

6:15 p.m. CALL TO ORDER
Non-Public Sessions
RSA 91-A,3,II(m, l, d & a)

7:00 p.m. PUBLIC SESSION

1. Pledge of Allegiance
2. Meeting Minutes
3. Chairman Comments
4. Approve Consent Agenda
5. Additions and/or Requests by Public or Council by Vote
6. Employee of the Year Recognition
7. First Read
 - a. Resolution No. 2026-07 – Discussion on Policy on Attendance for Boards, Committees and Commissions
8. New Business
 - a. Community Development Department/Conservation Commission - Accept \$550.00 Grant from NH Land and Community Heritage Investment Program (LCHIP)
 - b. Community Development Department/Economic Development Committee
 - CART and MeVA Update
 - Public Transportation Survey Results
 - Economic Development Committee Update
 - c. Announce Polling Hours and Assign Poll Checks for March 10th Election/Ballot Voting
 - d. Town Manager's Report/Questions from the Council

9. Old Business/Tabled and Pending

10. Upcoming Meetings

- March 16, 2026
- April 6, 2026
- April 20, 2026

Adjourn

**MINUTES OF THE
Town Council**

**Regular Meeting of
February 9, 2026**

The Town Council held a meeting on Monday, February 9, 2026, at the Media Center at Salem High School Salem, NH.

PRESENT: Chairman Cathy Stacey, Councilor Joe Sweeney, Councilor Lisa Withrow, Councilor Robert Bryant, Councilor Paul Pelletier, Councilor Bonnie Wright, Councilor Jeffrey Hatch, Councilor Keith Stramaglia, and Colleen Mailloux (Assistant Town Manager).

ABSENT: Councilor D.J. Bettencourt

CALL TO ORDER:

Chairman Stacey began by calling the meeting to order at 7:18 p.m.

1. Pledge of Allegiance

Colleen Mailloux led the Town Council in the Pledge of Allegiance.

2. Meeting Minutes

MOTION: by Councilor Withrow

Move to seal the Town Council Non-Public Session Meeting Minutes for February 9, 2026 per RSA 91-A:3 II d and a) because they involve matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself or render a proposed action ineffective.

SECOND: by Councilor Wright

VOTE: 8-0-0

The motion passed unanimously.

MOTION: by Councilor Withrow

Move to approve the Town Council Public Session Meeting Minutes from February 2, 2026.

SECOND: by Councilor Bryant

VOTE: 7-0-1

The motion passed with Councilor Wright abstaining.

3. Chairman Comments:

None.

4. Approve Consent Agenda

MOTION: by Councilor Bryant

Move to approve the February 9, 2026, Consent Agenda.

SECOND: by Councilor Stramaglia

VOTE: 8-0-0

The motion passed unanimously.

5. Additions and/or Requests by Public or Council by Vote

Howie Glynn, APPA, stated that the Arlington Pond Protective Association was founded fifty years ago and he was still the President. He spoke about the association. Mr. Glynn was always concerned about the quality of the water at Arlington Pond. It was a water supply for the Town from October to May. They were not able to use the water where they lived despite it being a water supply. The last extension only went to the fire station instead of going down the whole road there. He wanted to see a get together between the residents in the area and the Town to get the water line to the people in the area around Arlington Pond. They had always supported the work on the lake. They were willing to do what they needed to do to keep the water quality. He wanted to get something started towards that. He came down because of the agenda item. They were hoping that the winter weather would keep the bacteria away. He wanted to get a group together to discuss extending the water from the fire station down the road.

Chairman Stacey stated that Ms. Mailloux would bring it to the Town Manager about setting up a meeting.

6. Interview Session - Appointments to Recreation Advisory Committee

Ms. Mailloux stated that there were two vacancies on the Recreation Advisory Committee with one term expiring in 2027 and the other expiring in 2028. They received two applications for the vacancies. One was from Elissa Cadillic and the other was from Joanne Parcellin.

Elissa Cadillic stated that she was a two-year resident of Salem and had worked as a recreation manager in Cambridge, Massachusetts for thirty-six years. She ran a swimming program for kids there among other activities. Ms. Cadillic had also been a full-time employee for the City of Boston for thirty-two years. She spoke about her background and skills which included program and coalition building.

Councilor Pelletier stated that he was interested in the part of her application where she said she was interested in learning more about Millville Lake.

Ms. Cadillic stated that she knew it was a priority.

Councilor Pelletier spoke about it being a big thing to bring that beach back. He thanked her for her interest in serving.

Ms. Cadillic stated that one of the things her family did was to explore the recreation areas in Salem before moving here.

Chairman Stacey asked if she had a preference between the terms.

Ms. Cadillic stated that she would like the longer term but was open.

Joanne Parcellin stated that she was a mother of three who was newly retired. She had worked in a number of fields including hospitality. Her strength was in collaboration because she loved working with people and bringing projects to fruition.

Councilor Pelletier stated that she had experience that interested him because they were looking to have food trucks in the Depot in the future.

Chairman Stacey asked if she had a preference on the term.

Ms. Parcellin did not.

MOTION: by Councilor Bryant

Move that the Salem, NH Town Council appoints Elissa Cadillic for a term ending in 2028 and Joanne Parcellin for a term ending in 2027 to the Recreation Advisory Committee.

SECOND: by Councilor Withrow

VOTE: 8-0-0

The motion passed unanimously.

7. Employee of the Month Recognition

Ms. Mailloux stated that the Employee of the Month was Ashley Andrews, a Dispatcher at the Police Department.

Joel Dolan, Police Chief, stated that Ms. Andrews had exceptional communication skills when working with the public, the go-to person when training new hires, and volunteered to take on important projects for the department. She was creative in getting officers the information they needed. Ms. Andrews came in to assist the department during a recent major event. Chief Dolan covered her performance and stated that Ms. Andrews consistently exceeded expectations.

8. Fire Department – Swearing in of New Dispatcher

Ms. Mailloux stated that this item was the swearing in of a new dispatcher.

Craig Lemire, Fire Chief, introduced the new dispatcher, Cameron McNally, presented his background, and swore him in.

9. First Read/Waiver

a. Resolution No. 2026-05 – Finance Department - Request Use of \$45,000 in Police Public Safety Impact Fees Towards Police Station Construction Bond Payment for 2026

Ms. Mailloux stated that this was requesting the use of public safety impact fees.

Nicole McGee, Finance Director, stated that they were asking to use the impact fees towards the Police Station bond.

MOTION: by Councilor Bryant

Move that the Salem, NH Town Council adopts Resolution No. 2026-05 relating to the use of Public Safety – Police Impact Fees towards the 2026 Police Station Construction 2026 Bond Payment; and further waives the requirement for a second reading. This Resolution shall take effect upon its passage as follows:

Resolution #2026-05

Withdraw Public Safety - Police Impact Fees

1 **WHEREAS: Section 1.2 of the Town Charter vests in the Town Council the powers of the**
2 **legislative and governing bodies; and**

3 **WHEREAS: In 2024 the voters authorized warrant article 8 Construct New Police Station**
4 **bond.**

5 **WHEREAS: The bond payment due in 2026 is \$2,360,775.**

6 **WHEREAS: RSA 674:21V(c) and Salem Municipal Code Section 490-711I(2) authorizes the**
7 **Governing Body to spend impact fees**

8 **NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT: The**
9 **Salem Town Council hereby authorizes \$45,000 from public safety - police impact fees to**
10 **offset the cost of the Police Station Construction bond payment due in 2026.**

11 **SECOND:** by Councilor Withrow

12 **VOTE:** 8-0-0

13 **The motion passed unanimously.**

14
15 **b. Resolution No. 2026-06 – Municipal Services Department – Request Use of \$25,000**
16 **from the Town Facility Maintenance and Improvement Capital Reserve Fund for**
17 **the Depot Train Station Furnace Replacement**

18 Ms. Mailloux stated this was a request from the Municipal Services Department.

19
20 Wayne Amaral, Municipal Services Director, stated that they were looking to cover the furnace
21 repairs at the Depot Train Station. They received a call saying that it was not working on a
22 Monday night and were able to have it fixed the next day. They may need to do more work in the
23 spring on the A/C compressor. If that happens, they would look at whether they needed to ask for
24 more money from this fund.

25
26 **MOTION:** by Councilor Bryant

27 **Move that the Salem, NH Town Council adopts Resolution No. 2026-06 relating to the use of**
28 **Town Facility Maintenance and Improvement Capital Reserve Fund towards the cost of**
29 **replacing the furnace at the Depot Train Station; and further waives the requirement for a**
30 **second reading. This Resolution shall take effect upon its passage as follows:**

31 **Resolution #2026-06**

32 **Request to Withdraw Funds from the Town Facility Maintenance and Improvement Capital**
33 **Reserve Fund for Emergency Work at the Depot Train Station Facility**

34 **WHEREAS: The Department of Municipal Services was notified by the tenant of the Depot**
35 **Train Station that the heating system has malfunctioned, and the facility had no heat.**

36 **WHEREAS: Upon inspection by Town Staff and Town HVAC vendor, it was discovered that**
37 **the furnace unit was cracked and no longer operatable and with low temperatures of the week**
38 **below 5 degrees, it was determined that immediate action was required to restore the heat.**

39 **WHEREAS: The Department of Municipal Services immediately authorized the replacement**
40 **of the HVAC system and entered into an agreement with the Town's HVAC vendor to replace**
41 **as soon as possible.**

42 **NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT: The**
43 **Town Council, as agents to withdraw from the Town Facility Maintenance and Improvement**
44 **Capital Reserve Fund, hereby authorizes an expenditure of up to \$25,000 to be disbursed for**
45 **the Depot Train Station Furnace Replacement.**

46 **SECOND:** by Councilor Wright

1 **VOTE: 8-0-0**

2 **The motion passed unanimously.**

3
4 **10. New Business**

5 **a. Municipal Services Department – Public Hearing - Accept \$21,925 Grant from NH**
6 **Department of Environmental Services and a Donation of \$1,925 from the Arlington**
7 **Pond Protective Association (APPA) for Arlington Pond Exotic Weed Treatment**

8 Ms. Mailloux stated that this was a public hearing.

9
10 Chairman Stacey opened the Public Hearing at 7:49 PM.

11
12 Mr. Amaral stated that this was a grant to do the next round of weed mitigation at Arlington
13 Pond. It had been very successful last year. There was a donation from the Arlington Pond
14 Protective Association to help offset the match for the grant. The remaining matching funds
15 would come from the budget.

16
17 **MOTION:** by Councilor Bryant

18 *Move that the Salem Town Council hereby accepts with gratitude a grant in the amount of*
19 *\$21,925 from the NH Department of Environmental Services towards the cost of the Arlington*
20 *Mills Aquatic Specifies Treatment Program; to authorize the Town Manager to sign any and*
21 *all documents necessary to effectuate this grant; and further to accept a donation of \$1,925*
22 *from the Arlington Pond Protective Association for this project.*

23 **SECOND:** by Councilor Withrow

24
25 Chairman Stacey asked if there was any public comment. There was none.

26
27 **VOTE: 8-0-0**

28 **The motion passed unanimously.**

29
30 Chairman Stacey closed the Public Hearing at 7:51 PM.

31
32 **b. Municipal Building Advisory Committee (MBAC) Update**

33 Ms. Mailloux stated that the next item was an update from MBAC.

34
35 Ms. McGee stated that she was the MBAC Chair. Ms. McGee showed pictures of the Police
36 Station Project. It was 99% bought out and on budget. The Police Department would move into
37 the new station by the fall. The status of the project was discussed for each area under
38 construction including that the roof should be weathertight by the end of February. The firing
39 range was being put in place. They were working with a furniture consultant to determine what
40 furniture was needed. Ms. McGee provided an update on the South Fire Station. The current
41 station had a lot of issues. In April of 2025, the Town Council chose the teardown option. They
42 had entered into contracts to do design development and wetlands mapping. There was a push
43 ceremony for a new fire truck at that fire station last December, so Ms. McGee took some
44 pictures of the South Fire Station while there for that event. Those pictures were presented to
45 show how little space was in the current bays. They were looking to explore an option to include
46 a third vehicle bay.

1 Chairman Stacey stated okay towards looking into having a third bay.

2
3 Ms. McGee stated that she would look into it.

4
5 Councilor Sweeney asked about making the bays longer as well.

6
7 Ms. McGee stated yes. She stated that 10 building repair projects were submitted for the budget.
8 8 made the Town Manager's budget; however, they were removed when the Budget Committee
9 cut \$2 million from the budget. They were working on a building condition index. Ms. McGee
10 explained what they were looking to do with that. Six buildings were rated good, eight were
11 rated average, five were in poor condition, and the Millville Recreation Building was in the
12 replacement/failure rating.

13
14 **c. Discussion on 2026 Default Budget**

15 Ms. Mailloux stated that the next item was also from the Finance Director.

16
17 Ms. McGee stated that she just wanted to give people more information on the Default Budget.
18 The law detailed how to calculate the Default Budget. She stated that the Default was only part
19 of the taxation calculation. Ms. McGee explained how the tax rate was calculated. The Default
20 Budget required explanation because it looked like \$5 million in excess spending. They had to
21 include most spending in both. The difference was in some projects that we not included in the
22 Default. The revenue side was down in the Default Budget as well because they had some
23 revenue towards the projects that were in the proposed budget. The Ermer Road project had a big
24 number, but most of the cost was grant funded so the tax impact was much smaller. The project
25 was not in the Default Budget. The State required that the total cost had to be included in the
26 budget regardless of whether or not there was an offsetting revenue. The difference between the
27 two budgets was \$5 million in projects of which taxpayers paid only \$600,000. It was a net
28 difference in the tax impacts between the two budgets of ten cents.

29
30 Councilor Pelletier asked why Revenue was down for 2026.

31
32 Ms. McGee stated that the big difference was the use of unassigned fund balance. They were
33 using much less in 2026 than they did in 2025.

34
35 **d. Municipal Services Department - Winter Weather Operations Update**

36 Ms. Mailloux stated that this was an update on Winter Weather Operations.

37
38 Mr. Amaral stated that winter had come in with a fury. A comparison was presented showing
39 what was left in the budget this year versus in prior years at this point. He expected that they
40 would be asking to use the Capital Reserve Fund this year given how the winter was unfolding
41 and the fact that the budget was cut.

42
43 Chairman Stacey stated that they did a good job with the roads.

44
45 Councilor Wright stated that the Winter Operations Budget was the same as last year until the
46 Budget Committee cut it.

1 Mr. Amaral stated that the storms were also happening on weekends and holidays, which
2 increased the cost. Everyone was coming in.
3

4 **e. Town Manager Update/Questions from the Council**

5 Ms. Mailloux stated that the Town Hall would be closed for President's Day. The Town Hall
6 survey was open and on the Town Website.
7

8 **11. Old Business/Tabled and Pending**

9 None
10

11 **12. Upcoming Meetings**

- 12 • March 2, 2026
- 13 • March 16, 2026
14

15 **ADJOURNMENT AT 8:12 P.M.**

16 **MOTION:** by Councilor Bryant

17 ***Move to adjourn at 8:12 PM.***

18 **SECOND:** by Councilor Sweeney

19 **VOTE:** 8-0-0

20 **The motion passed unanimously.**
21

22 Notes/minutes taken by: Jeremiah Lamson

23
24 Approved: Town Council

25
26 Date Approved: _____

**CONSENT AGENDA ITEMS - TOWN COUNCIL
MEETING OF MARCH 2, 2026**

	<u>TYPE OF ITEM SIGNED</u>	<u>DATE SIGNED</u>	<u>SIGNATURE or VOTE</u>
1	Assessing-Tax Abatement-Dock-Grant (12 Glen, 20 Glen, 77 Millville Circle)	02/20/26	DocuSign
2	Assessing-Tax Abatement-Dock-Grant(189 Shore, 227, Shore, 255 Shore, 309 Shore	02/20/26	DocuSign
4	Assessing-A-5 & A-SW Forms (11) - Whistle Hill	02/25/26	In Person
5	Cemetery Deeds	02/25/26	In Person
6	Tax Collector - Jeopardy Tax Payment - 2025	02/24/26	DocuSign
7	Donation to FD- RSA 31:95(e) \$200 gift card to McKinnon s from the Gulezians Family	03/02/26	Vote



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079
(603) 890-2120 · FAX: (603) 890-2220

OFFICE OF THE TOWN MANAGER

Joseph R. Devine, Town Manager
Colleen P. Mailloux, Assistant Town Manager

MEMO

DATE: March 2, 2026
TO: Salem Town Council
FROM: Colleen P. Mailloux, Assistant Town Manager
RE: **Appointed Boards & Committees Attendance Policy**

The Town Council requested that staff review current policies for attendance by members of Town Boards, Committees and Commissions.

Staff have prepared a proposed policy for attendance by members of boards/committees that are appointed by the Town Council. In accordance with the Town Charter, the Town Council appoints members to the Conservation Commission, Communications Committee, Economic Development Committee, Recreation Advisory Committee, Historic District Commission, and other administrative committees as deemed necessary by the Council.

The proposed attendance policy requires that, unless there are extenuating circumstances or prior approval from the Chair, any regular member who is absent for three (3) consecutive meetings or greater than fifty (50) percent of meetings in a calendar year be recommended by the Chair to the Town Council for removal. Upon a member reaching the threshold for unexcused absences, the Chair of the board or committee will notify the member and the Town Manager's office in writing of the absenteeism. The matter will be referred to the Town Council and, upon investigation and a public hearing, a majority of the Town Council may remove and replace the appointed member for a failure to meet attendance expectations.

The Planning Board, Zoning Board of Adjustment and Budget Committee are elected boards and are subject to membership requirements under applicable state law and are not covered under this proposed attendance policy. These Boards do each currently have language in their Rules of Procedure/Bylaws that address meeting attendance and removal from office.

SUGGESTED MOTION

The Town Council adopt Resolution 2026-07 and further direct appointed boards and commissions to amend their rules of procedure or bylaws as necessary to reflect attendance requirements for members.



POLICY AND PROCEDURE MEMO

No. _____

Date: March 2, 2026

SUBJECT: Appointed Boards and Committees Attendance Policy

Purpose:

The purpose of this policy is to ensure that all boards and committees appointed by the Salem Town Council conduct business effectively, maintain quorum, and uphold their responsibilities to the residents of Salem through consistent and active participation by appointed members.

Policy:

1. Applicability:

- a. This policy applies to all individuals appointed by the Salem Town Council to serve on a board, committee or commission. This policy does not apply to elected officials.

2. Expectation:

- a. Members are expected to attend and actively participate in all regularly scheduled and special meetings of the board or committee to which they are appointed.
- b. Members shall review meeting materials in advance and be prepared to engage in discussion and decision-making.
- c. Attendance may be in person or, where permitted by state law and board rules, via approved remote participation methods.

3. Absences

- a. Any member unable to attend a meeting for any reason must notify the Chair of that board or commission to receive an excused absence.
- b. Failure to notify the chairperson in advance or absence without reasonable cause shall be considered an unexcused absence.
- c. Unless there are extenuating circumstances or prior approval from the Chair, any regular member who is absent for three (3) consecutive meetings or greater than fifty (50) percent of meetings in a calendar year shall be recommended by the Chair to the Town Council for removal.

4. Review and Recommendation for Removal

- a. Upon reaching the threshold for excessive absences, the Chair shall notify the member and the Town Manager's office in writing.
- b. The matter shall be referred to the Salem Town Council for review.
- c. A majority of the Council may after investigation and hearing remove and replace a member for failure to meet attendance expectations.
- d. If a member resigns or is removed due to non-attendance, the Salem Town Council shall appoint a replacement in accordance with its standard appointment procedures.

5. Policy Administration

- a. Each board or committee Chair is responsible for monitoring attendance and reporting concerns to the Salem Town Council. Attendance records shall be maintained as part of the official meeting minutes.
- b. Each board or committee shall update its bylaws or rules of procedure to reflect minimum attendance requirements.

Effective Date: March 2, 2026

Adopted By:

Town of Salem, Town Council

Date: March 2, 2026



**TOWN OF SALEM, NEW HAMPSHIRE
By the Salem Town Council**

Resolution #2026-07

Establish & Adopt Appointed Boards & Committees Attendance Policy

WHEREAS the Salem Town Council has the authority to establish policies and procedures for the Town of Salem, NH; and

WHEREAS the Charter of the Town of Salem, New Hampshire authorizes the Town Council to appoint members to the Conservation Commission, Communication Committee, Economic Development Committee, Recreation Advisory Committee, Historic District Commission and other administrative boards and committees as may be established by the Town Council if necessary; and

WHEREAS the Salem Town Council intends that all boards and committees appointed by the Council conduct business effectively, maintain quorum, and uphold their responsibilities to the residents of Salem through consistent and active participation by appointed members.

NOW, THEREFORE, BE IT RESOLVED BY THE SALEM TOWN COUNCIL THAT the Salem Town Council hereby adopts the Appointed Board & Committees Attendance Policy.

First Reading: *March 2, 2026*

Second Reading: *March 16, 2026*

Approval: *Pending*

VOTING RECORD			
Date of Vote:	YES	NO	ABSTAIN
Councilor Bettencourt			
Councilor Wright			
Councilor Pelletier			
Councilor Bryant			
Councilor Stramaglia			
Councilor Sweeney			
Secretary Withrow			
Vice-Chair Hatch			
Chair Stacey			
Total Votes:			
Resolution: Does Does Not pass.			

Approved: _____
Cathy Ann Stacey, Chair Town Council

A True Copy Attest: _____
Nicole Morse, Town Clerk



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2086

Community Development Department

MEMORANDUM

TO: Town Council
CC: Joe Devine, Town Manager
FROM: Crayton Brubaker, Community Development Program Manager
On behalf of the Salem Conservation Commission
RE: Acceptance of \$550 LCHIP Incentive Grant
DATE: February 24, 2026

The Commission received a Land and Community Heritage Investment Program (LCHIP) grant to acquire a portion of the Town Forest several years ago. In February 2026, the Conservation Commission received a \$550 incentive grant for continued stewardship of the Town Forest. Most years, the Commission receives funding for submission of annual monitoring reports on the Town Forest. This money is intended to go towards stewardship efforts of the Town Forest.

Recommended Motion: Move in accordance with RSA 36-A:4 that the Town Council authorizes, with gratitude, the Conservation Commission to accept a donation of \$550 from LCHIP with such donation being deposited into the Conservation Fund

Salem, NH Economic Development Committee

Transportation
Survey Overview
December 2025

Presentation to Salem Town Council March 2, 2026

Agenda

- CART
- MeVa
- Transportation Survey Results
- EDC Efforts 2025
- Master Plan Update (Transportation)
- Q&A

CART – Cooperative Alliance for Regional Transportation

Background

- Greater Derry-Salem CART established in 2006
- Merged with MTA in 2019 for operations
- Salem Shopper Shuttle MWF mornings – FREE to Salem residents
- On-demand services \$2 per rider per trip
- Salem receives substantial federal funding to subsidize this service

CART – Cooperative Alliance for Regional Transportation

Funding Structure

- Operational funding funded 50/50 Federal Transit Authority (FTA) / other
- Capital projects (i.e. buses) funded 80/20 FTA / other
- FTA funding must flow through transportation entity
- Gain more value of service than pay in dues
- Leverage state and federal money as much as possible in fiscally responsible way

CART – Cooperative Alliance for Regional Transportation

Services and Ridership

- ADA friendly / mobility accessible buses
- Shared benefits of overhead, purchasing capital, fuel costs, insurance, maintenance – economies of scale
- Salem Express Route – Tuscan / Exit 5 Londonderry / Manchester
- MTA actively coordinating with MeVa to synchronize services

- FY24 – 3,690 (roughly half Shopper Shuttle / on-demand)
- FY25 – 3,400 (roughly half Shopper Shuttle / on-demand)
- FY26 (July '25 – Dec '25) – 1,992 (higher ridership, slightly more on-demand)

MeVa Transit (Merrimack Valley Transit) Services Coming to Salem

- In summer 2025, Economic Development Committee (EDC) began discussing public transportation options, such as MeVa
- Mass General Brigham (MGB) @ Tuscan previously reached out to MeVa when they came to Salem
- EDC discussed potential pricing to bring a service to Salem & possible grant opportunities
 - MeVa applied for the MassDOT Transit Connectivity Grant and was awarded funding to expand their service into Salem, NH
- Target Start: Early April 2026
- Funding level of service: 1-year of service in Salem, fixed-route 7-days a week
- Likely stops: MGB @ Tuscan, Target plaza, Aldi plaza, stops in Methuen, ends at Lawrence T-stop
- No Salem taxpayer dollars as a part of this grant / pilot program

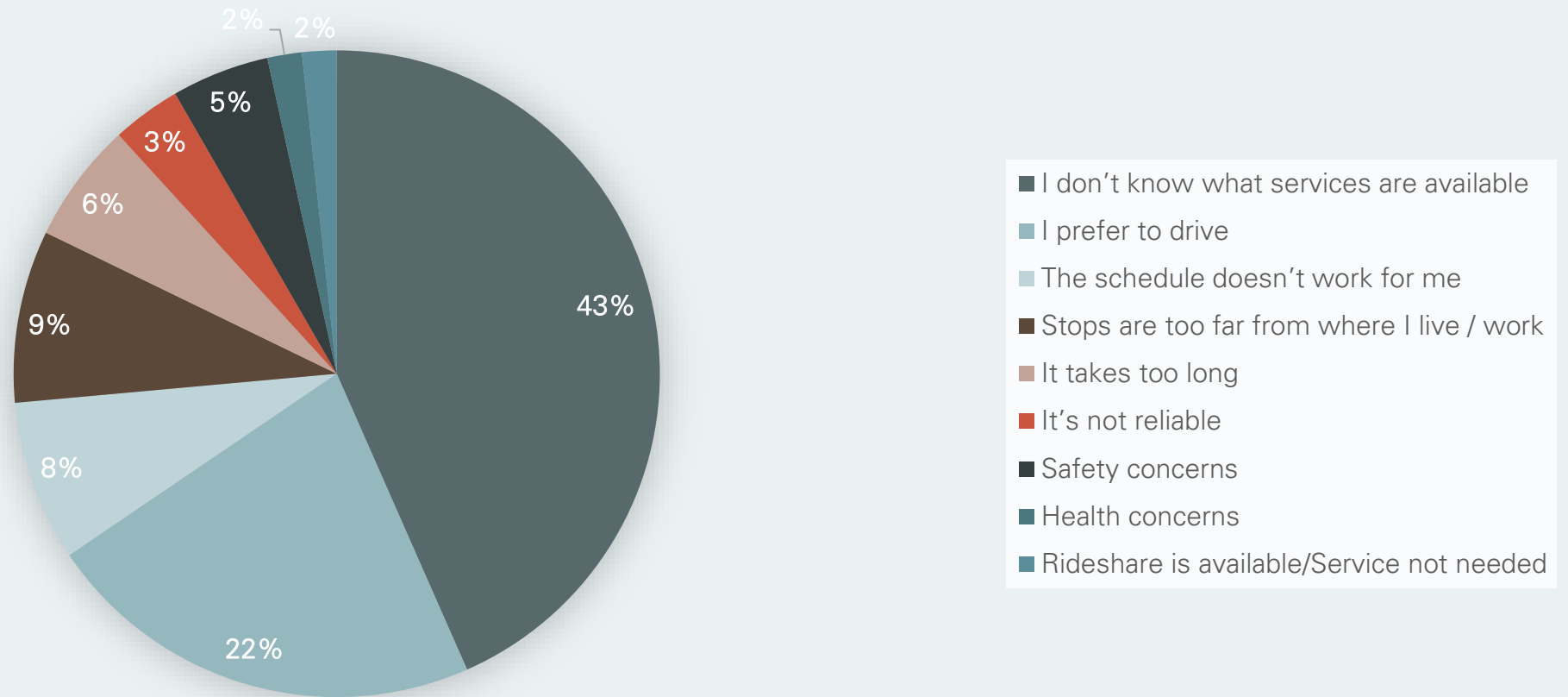
Salem Transportation Survey – Results

Launched November 2025
Closed December 2025

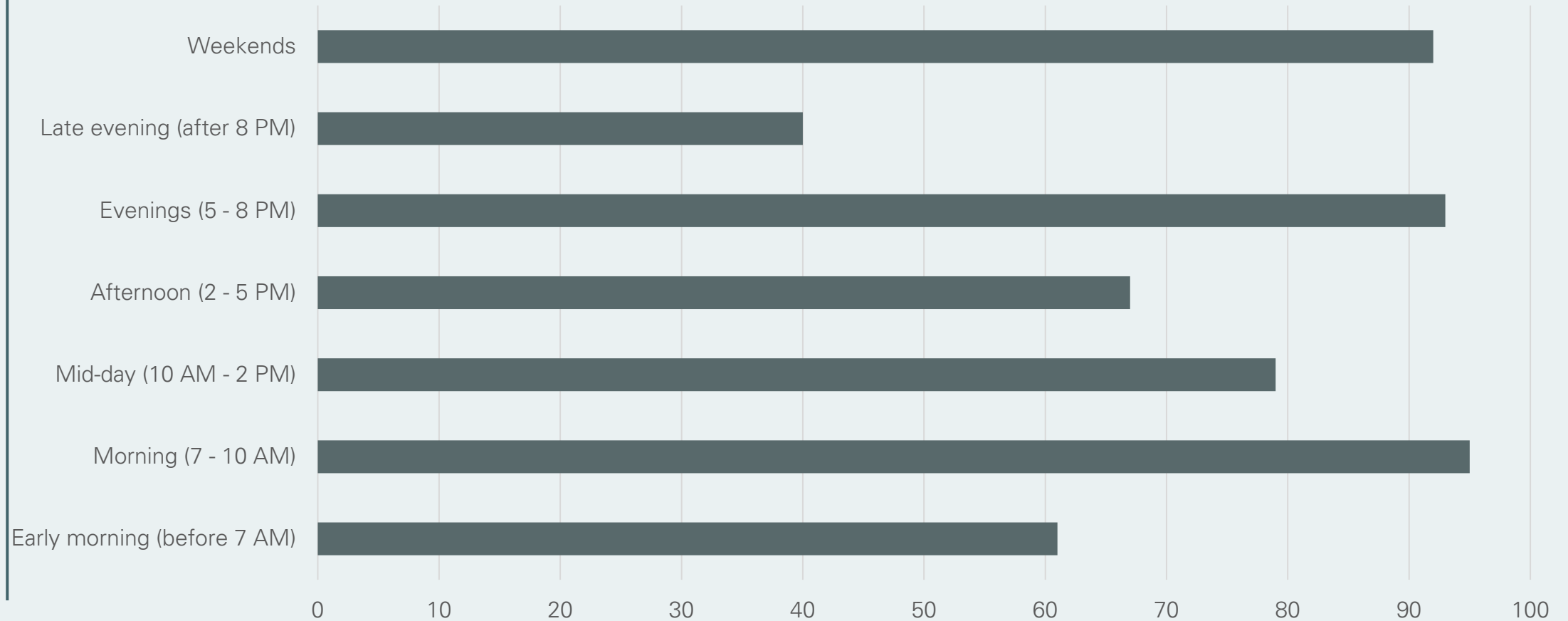
152 Participants
97% Residents



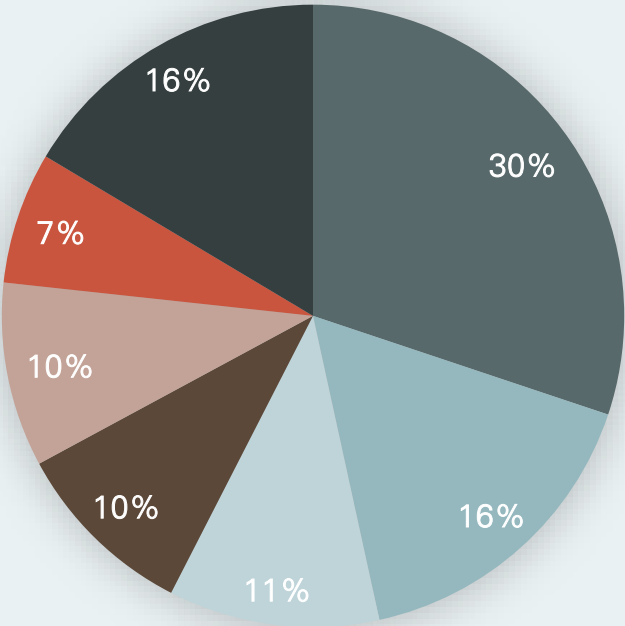
What prevents you from using public or shared transportation in Salem today? (Check all that apply)



If public transportation were available, what times of day would you most likely use it? (Check all that apply)



Any other suggestions or comments about transportation in Salem?



- Expansion of public transit (bus, train, etc.)
- In-town shuttle/improved local connectivity
- Pedestrian/bicycle infrastructure & safety improvements
- Traffic & intersection improvements
- Improved accessibility for seniors/disabled
- Improved Communication about transportation options
- Opposed to improvements

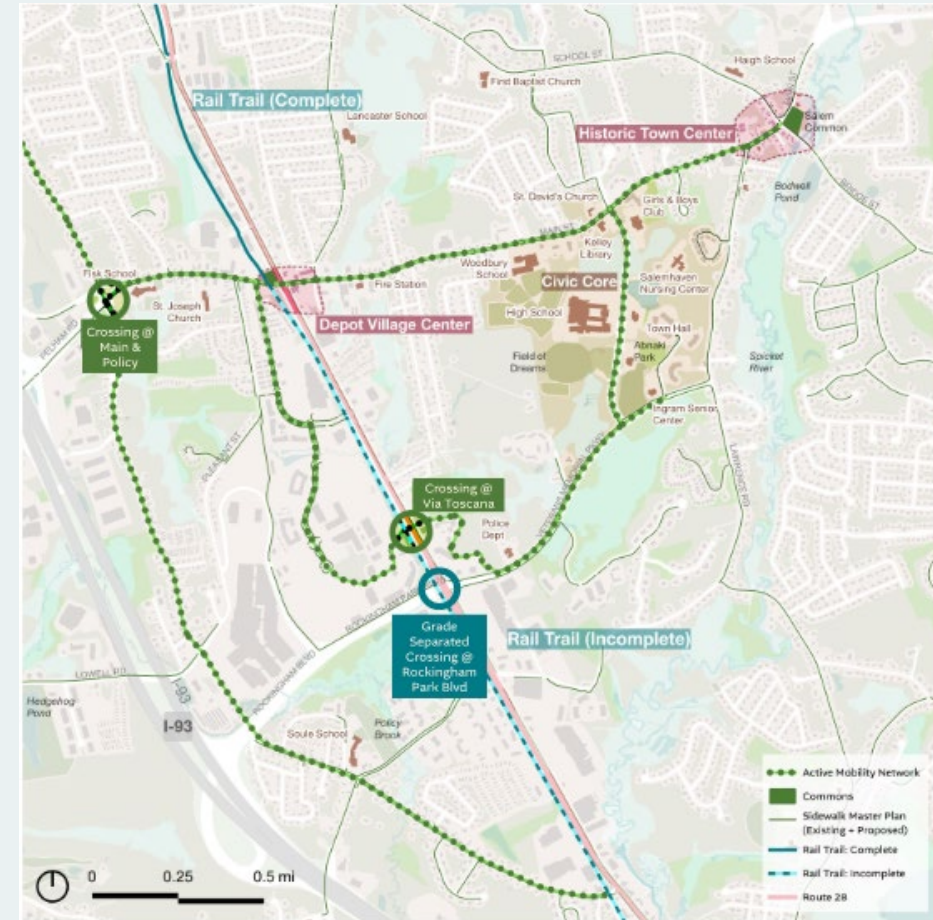
Economic Development Committee Efforts 2025

- Reviewed Master Plan Update Document (adopted April 2025)
 - Determined area of focus within the Master Plan
- Reviewed CART
 - Explored outreach opportunities/marketing initiatives for CART
 - Launched Transportation Survey to better understand needs
 - Explored potential alternatives for public transportation services
 - Established partnership with MeVa
- Expanded Economic Revitalization Zones (ERZs)
 - Held informational session for residents with NH BEA

Master Plan Area of Focus

- Page 103 of our updated Master Plan, one of the plan recommendations for improving our Town Connectors was to explore feasibility of enhanced transit service.

“Pursue grant funding and explore partnerships with CART and major anchor employers, property owners, and investors to create a focused transit service to connect key Town amenities (e.g. Tuscan Village, Historic Town Center, Civic Core, Senior Center, Healthcare) for all residents. This should build on the existing CART “shopper shuttle” and on-demand service, and integrate with the Boston Express Terminal at Exit 2 and existing Salem Express”



Thank
you

POLLING AREA INSPECTION SHEETS
ELECTION/BALLOT VOTING – MARCH 10, 2026

LOCATION: _____ Woodbury Middle School (District 1) _____

INSPECTOR NAME: _____ SIGNATURE: _____

DATE: _____

TIME: _____

_____ Posted Warrant

_____ American Flag

_____ Voting Booths Set Up

_____ Handicapped Voting Booth Available

_____ Check In/Out Tables Set Up

POLLING AREA INSPECTION SHEETS
ELECTION/BALLOT VOTING – MARCH 10, 2026

LOCATION: _____ North Salem School (District 2) _____

INSPECTOR NAME: _____ SIGNATURE: _____

DATE: _____

TIME: _____

_____ Posted Warrant

_____ American Flag

_____ Voting Booths Set Up

_____ Handicapped Voting Booth Available

_____ Check In/Out Tables Set Up

POLLING AREA INSPECTION SHEETS
ELECTION/BALLOT VOTING – MARCH 10, 2026

LOCATION: Fisk School (District 3)

INSPECTOR NAME: _____ SIGNATURE: _____

DATE: _____

TIME: _____

_____ Posted Warrant

_____ American Flag

_____ Voting Booths Set Up

_____ Handicapped Voting Booth Available

_____ Check In/Out Tables Set Up

POLLING AREA INSPECTION SHEETS
ELECTION/BALLOT VOTING – MARCH 10, 2026

LOCATION: Barron School (District 4)

INSPECTOR NAME: _____ SIGNATURE: _____

DATE: _____

TIME: _____

☐ Posted Warrant

☐ American Flag

☐ Voting Booths Set Up

☐ Handicapped Voting Booth Available

☐ Check In/Out Tables Set Up

To: Salem Town Council
From: Joseph Devine, Town Manager
Date: March 2, 2026
Re: Town Manager's Report



MEMORANDUM



News and Noteworthy:

Charitable Gaming – Host Community Fees

The Town received host community fees associated with charitable gaming activity for the period January 1 through January 9, 2026. This represents the second tranche of charitable gaming revenue, following a prior distribution received in September 2025 in the amount of \$44,375.00. Based on reported activity, the Town can expect to receive \$45,980.51 for this reporting period.

To date, the Town has not designated how these funds will be applied.

Under state statute, a municipality may request designation as a host community in order to be eligible for a portion of the charitable gaming revenue generated by a facility offering games of chance. As the proposed casino will be located in Salem, this designation allows the Town to formally request funding to support potential municipal impacts related to public safety, traffic, infrastructure, and other community services.

Staff will continue to monitor charitable gaming activity and will return to the Council with recommendations regarding the use of these funds at a future date.

Town Meeting 2026 – Budget, Ballot, and Voter Education

The 2026 Town Meeting Deliberative Session has concluded, and the official ballot has been finalized. Over the coming weeks, staff will be sharing informational materials on the various warrant articles to help educate residents on the issues that will appear on the ballot.

In addition, Department Heads and the Town Manager's Office have prepared a comprehensive Voter's Guide for the 2026 Town Meeting. The guide is intended to help residents make informed decisions by providing neutral, factual information on each warrant article, including:

- What each article proposes
- Estimated costs and tax impacts
- Project or program details

While the Town cannot advocate for or against any warrant article, it is important that voters clearly understand what they are being asked to consider. Hard copies of the Voter's Guide are available at the Town Clerk's Office and the Town Manager's Office, and digital copies are available on the Town's website.

Staff will continue to support voter education and remain available to address procedural questions related to the Town Meeting and ballot items.

2026 Resident Survey – Participation Update

The Town's 2026 Resident Survey continues to remain open for community input throughout February. The survey is designed to gather resident feedback across a range of topics that will help inform Town planning, service delivery, budgeting, and long-term priorities. Survey topics include overall satisfaction with municipal services and operations, major community challenges, budget priorities and trade-offs, importance of Town services and capital needs, communication methods, quality-of-life considerations, and demographic information. Additionally, the survey includes open-ended questions allowing residents to share ideas and comments in their own words.

As of February 25, 2026, the Town has received 307 responses to the resident survey. Staff will continue to monitor participation levels and provide periodic updates to the Council as the survey progresses.

Survey results will be reviewed by Town staff and shared with the Council later this spring to support data-driven discussions around municipal priorities and community needs.

Recreation Department – Summer Employment Opportunities

The Recreation Department has launched its 2026 Summer Employment recruitment, with applications now open for a variety of seasonal positions supporting summer programs and facilities. Available positions include Hedgehog Park Attendants, Rock 'N Fun Camp Counselors and Director, and Adventure Camp Counselors and Director.

These positions play a critical role in supporting summer recreation programming, youth engagement, and park operations throughout the community. Recruitment efforts are underway, and interested applicants are encouraged to apply through the Town's website.

Staff will continue outreach and hiring efforts over the coming weeks to ensure appropriate staffing levels are in place ahead of the summer season.

Recreation Department – Summer Camp Registration

The Recreation Department has opened registration for the 2026 Summer Camp season. Program offerings include Rock 'N Fun Camp, serving children ages 6–10 and operating five days per week at Barron Elementary School, and Adventure Camp, a field trip-based program for pre-teens ages 11–14.

These programs provide structured, supervised recreational opportunities for Salem youth throughout the summer months and are consistently in high demand. Registration is now open through the Town's recreation registration platform, and staff encourages interested families to register early as space is limited.

Staff will continue to monitor enrollment levels and provide updates as the summer season approaches.

Items Signed on Behalf of the Town Council Since Last Update:

- Payment Check Register (01-27-26)
- Payment Check Register (01-30-26)
- Payment Check Register (02-03-26)
- Payroll Register No. 5 (02-04-26) - \$1,155.89
- Payroll Register No. 06 (02-09-26) - \$395,593.37
- Payment Check Register (02-10-26) - \$384,352.45
- Payment Check Register (VOID) (02-10-26) - \$21,887.08
- Payment Check Register (02-17-25) - \$7,247,440.81
- Payment Check Register (VOID) (02-17-15) - \$145.00
- Payment Check Register (02-24-26) - \$177,431.34
- Payment Check Register (VOID) (02-24-26) - \$82.56
- Payroll Register No. 08 (02-24-26) - \$369,288.31

TOWN OF SALEM

MONTHLY DEPARTMENT UPDATES

Note: The chapter listings below are clickable links to their respective sections.

INSIDE THIS UPDATE

- [Page 2 - Assessing](#)
- [Page 3 - Collections Department](#)
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- [Page 8 - Engineering Division](#)
- [Page 9 - Finance Department](#)
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- [Page 20- Public Works](#)
- [Page 21- SCTV](#)
- [Page 22- Utilities Division](#)



IMPORTANT INFORMATION

- Bridge Street Bridge Reconstruction began January 12; detours implemented and utility relocation underway.
- 17 winter weather events managed, totaling 33 inches of snow and 138 winter operations work orders.
- 593 Fire Department responses, with 71% EMS-related calls.
- \$764,018 in municipal revenue processed through Collections and licensing services.
- Ermer Road Intersection Improvement Project received wetland permit; final design nearing completion.
- Town digital engagement remained strong, with 62,665 website views and 10,385 Town Hall Times views.

JANUARY 2026 UPDATE

www.salemnh.gov

Monthly Department Highlights – Assessing Department for January 2026

Prepared by: Jon Duhamel

Key Activities

- A Mazerolle processed a multitude of deeds this month.
- Jon is working on appeals & getting Vision what they need for 2026 Update
- R Marquis has been helping with printing water bills for the Collections Department and preparing the letters we will send out to taxpayers where Docks were added.
- A Mazerolle has been cleaning up ownership files in the CAMA system by filling in blank ownership lines, along with R Marquis helping too ongoing as we found over 6,000.
- J Witkowski has submitted the equalization data to the DRA
- A Mazerolle has also been working on her Clerk's Processes Manual-ongoing.
- R Marquis has continued attaching PA-34s to the PRCs to have a fuller picture for sales analysis. As well as helping to clean up our docuware system.
- Checking MLS listings for changes we are not aware of.
- Jillian has been visiting abatements filed by dock owners. We have sent letters to all our CU properties requesting they update their maps; this was requested by DRA as part of the update.
- All: Various misc. items that have arisen

COLLECTIONS DEPARTMENT – JANUARY 2026

A. Top Achievements/Significant Activities of the Month

Carla Carlson has completed her state training and is doing great on her own window now.

We have received our dog tags for 2026 and began selling them on January 2nd.

B. Important Dates & Reminders for Residents

The State of NH enacted fee adjustments for municipal agent services effective **January 1, 2026**. These changes apply to vehicle registrations, title services, and related transactions conducted by municipal agents (including town and city clerks). The updates are mandated under RSA statutes and are intended to align fees with administrative costs and service delivery requirements. Resident feedback regarding the fee increase has been largely minimal.

C. Key Statistics at a Glance

We processed:

\$749,453 in motor vehicles.

\$10,641 in motor vehicle agent fees.

\$1,186 in title fees.

\$581 in dog license fees.

\$150 in civil forfeiture fees.

\$472 in misc fees.

Totaling **\$762,483.00**.

We processed 245 certified copies of vital records resulting in \$1465 in revenue and 10 marriage licenses resulting in \$70 in revenue for a total of \$1,535.

Giving us a GRAND TOTAL of **\$764,018.00** in revenue for January 2026.



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

Community Development Department

MEMORANDUM

TO: Town Council
Joe Devine, Town Manager

FROM: Colleen Mailloux, Assistant Town Manager
Crayton Brubaker, Community Development Program Manager
John Vogl, GIS Manager

RE: Community Development Department Update – February 2026

DATE: February 10, 2026

Please find below updates for the Community Development Department for February 2026.

1. **Rail Trail Phases 4-5 Meeting:** On Wednesday, December 17, 2025, the Town held a public information session on the Rail Trail Phases 4-5 project. The scope of these phases go from Main St. to Rockingham Park Blvd., primarily along the frontage of the Tuscan Village development. The meeting was intended for residents and interested parties to share local concerns about the project area. As the project is further designed, additional public input opportunities will be available.
2. **Economic Revitalization Zones (ERZ) Meeting:** On Tuesday, January 20, 2026, the Economic Development Committee held a public meeting on the ERZ program through the State of NH Department of Business and Economic Affairs (NH BEA). The program manager from the State, Bridgett Beckwith presented on the four ERZ zones in Salem, the program, and application process. The recording of this meeting is available online on the ERZ page.
3. **EDC Commuter Census Survey:** In November and December, the EDC had launched a survey to identify needs and desires from Salem residents regarding transportation. The survey closed at the end of 2025. The Economic Development Committee reviewed results of the survey at their January 2026 meeting and will provide an update to the Town Council at a future meeting.
4. **Merrimack Valley Transit (MeVa) Services Coming to Salem:** Mass DOT announced in late fall that bus services from MeVa will be coming up through Methuen to Salem beginning in spring 2026 as a part of discretionary grant funding. Anticipated stops include Tuscan Village, Target, Aldi, among other locations. Final routes, schedules, and locations will be announced at a future Town Council meeting.
5. **Asset Management:** John Vogl and Glenn Burton worked to expand the asset management program to include traffic signals and a limited number of community signs. The latter is to provide inputs to a potential town-wide wayfinding plan. The traffic

signal work included inventorying traffic lights, poles and cabinets. This provides an inventory against which work orders can be initiated and associated with so as to preserve maintenance records on these critical systems.

6. **Map Production:** Map products this month included work to facilitate Conservation Commission land discussions and completing an update to the address/parcel map for Tuscan Village properties. Of note, we started a review process of the Salem Veterans Markers map which was last updated in 2020. On the MapGeo side, 3 new layers were added to the Assessing profile to display Current Use properties and Neighborhood Codes values to make those attributes easily accessible.

7. **Statistics:** Below outlines statistics for each of the major Salem website applications:

January 2026	Page Views	Users	Average Engagement Time
Main Website (salemnh.gov)	62,665	18,909	59s
Town Hall Times (news.salemnh.gov)	10,385	4,495	38s
MapGeo	2,033	1,116	(935 new visits) As with previous months, notable searches included base mapping, aerial photography and zoning.

Salem Community Services

Jillian Smith - Director

Ingram Senior Center ♦ Recreation
<https://salemnh.myrec.com>



www.salemnh.gov

1 Sally Sweets Way
Salem, NH 03079
TEL: 603-890-2190

Memo

To: Colleen Mallioux
From: Jillian Smith – Community Services Director
Date: 2/10/2026
Subject: CS Department Update

The Town's Community Services Department is pleased to share updates on a wide range of programs, events, and services currently underway and coming soon, supporting residents from early childhood through older adulthood.

Senior Programs and Services

The Ingram Senior Center continues to serve as a vibrant gathering place for older adults, offering educational, wellness, and social opportunities throughout the year. Residents can take advantage of AARP Tax Preparation Assistance, available twice weekly during tax season, as well as a variety of social programs such as Ladies Tea, Pizza & Movie Day, monthly birthday celebrations, and Meet, Mingle & Munch events. Health and wellness remain a priority, with new fitness offerings including Senior Dance Aerobics and Zumba and Chair Yoga. Supportive programming such as Grief Share has also resumed with an updated weekly schedule.



Seasonal celebrations and special trips add to the Center's active calendar, including a Mardi Gras Party with live music, destination trips, and upcoming St. Patrick's Day festivities. Meals on Wheels continues to provide nutritious meal options to qualifying residents, with rotating monthly specials.

Recreation Division Updates

The Recreation Division of the Community Services Department is wrapping up its winter programs while preparing for a full slate of spring and summer offerings. Adaptive Floor Hockey

is currently underway, and the popular Annual Pats Peak Ski and Ride Program will begin on February 20. Families may also continue to register for Dodgeball programs, which start in early March; registration will remain open until the program begins.

Registration is now open for Spring Programs and Summer Camps for 2026. Notable offerings include a new Zumba program hosted by Community Services Director Jillian Smith and an expanded youth track program. This spring, youth track is available to children ages 6–11, alongside Adaptive Track programming. Both programs are offered in partnership with Dick's House of Sport, providing enhanced equipment and support.



Spring programming also includes several community events, including the Annual Egg Hunt on March 28, which will feature a new low-sensory option, and the Annual Fishing Derby on May 2. Additional initiatives such as the Rain Barrel Program continue to support community engagement and sustainability.

Salem residents interested in participating in spring programming, summer camps, or community events are encouraged to visit the Community Services Department website at **salemnh.myrec.com**.



Date: February 6, 2026

To: Town Council

From: John P. Klipfel, PE, Engineering Director

Thru: Wayne Amaral, Director of Municipal Services
Joseph Devine, Town Manager

RE: Month of January - Engineering Department Update

Bridge Street Bridge Reconstruction

This project was advertised bid and awarded to E.D. Swett Inc. The shutdown of Bridge Street began on January 12, 2026 and the contractor has begun mobilizing to the site. Detour signage is in place and vehicles are being redirected around the project. Prior to demolition of the existing bridge the contractor is working on water diversion efforts and relocation of both water and electric utilities to create space for bridge work.

Brookdale Rd Sewer Pump Station Project

This project was advertised bid and awarded to Northeast Earth Mechanics. The Town held a preconstruction meeting, and the contractor is expecting to begin construction Spring 2026. The pumps are special order and require long lead times.

Brady Ave Water Main Replacement Project

The Project involved the replacement of water main from Cortland Ave to the Golf Course. Phase two is the installation of new water main from the Golf Course to Lowell Road. Utility work was completed in September 2025. Final paving to be completed in Spring 2026.

MS4 - Stormwater

Illicit discharge detection and outfall sampling are ongoing. Currently grant paperwork is being completed for the Arlington Pond watershed grant and the Captains Pond watershed grant. Work on those projects is set to be started in early 2026.

Road Program

Road program is completed for 2025. Planning for 2026 is underway with contractor procurement in process. Execution of contracts are pending town vote in March election.

Ermer Rd Intersection Improvements Project

The recommended solution to the safety concerns is a single lane roundabout because it was found to produce the largest safety improvement at the intersection. NHDOT supports the proposed alternative and Town Council voted to approve. Wetland permit was issued in January 2026 and final design is nearing completion. Pending final approvals and completion of the bid package, bidding is expected to occur in February/March of 2026. With the earliest expected construction start of Spring 2026 pending cost, scheduling and contractor availability. The construction of this intersection is expected to be approximately a full year.





TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079
(603) 890-2040 · FAX: (603) 890-2091

FINANCE DEPARTMENT

Memo

DATE: February 11, 2026

TO: Joseph Devine
Town Manager

FROM: Nicole McGee, CPA
Finance Director

RE: Finance Department Update

Summary:

Year End

The Finance Department continues to work on our year-end reporting, accruals, and reconciliations. The year end close process is when the town “locks in” its financial records for the year. This process involves making sure all money earned and expended during the year is properly recorded, correcting any mistakes, and producing final financial reports. This is a lengthy process, and we will continue to work on the fiscal year end close into March.

We have issued W-2's, earning statements, 1095's, and 1099 forms. We have processed the last check run for fiscal year 2025.

2026 Budget Review

The Town held it's Deliberative Session on Saturday, January 31st. There were no amendments made to the proposed 2026 operating budget or warrant articles during the Deliberative Session. The vote on the budget and warrant articles will be on Tuesday, March 10th.

2025 Financial Statement Audit

The auditors are scheduled to come on site for a preliminary visit on Wednesday, April 15th. Fieldwork is scheduled to occur during the week of May 11th.

Municipal Building Advisory Committee (MBAC) Update

MBAC has not met since the last monthly update. There was a Town Council presentation on Monday, February 9th which provided a brief update to the Town Council on the police station construction project, South Fire project, and introduced the Building Condition Index to the Council. The next MBAC meeting is scheduled to occur on Thursday, March 19th at 3:00pm.



SALEM FIRE DEPARTMENT

CHIEF OF DEPARTMENT CRAIG J. LEMIRE

152 MAIN STREET, SALEM, NH 03079

PHONE: 603-890-2215 CELL: 603-327-6505

clemire@salemnh.gov

MEMORANDUM

Date: February 5, 2025

To: Joseph R. Devine, Town Manager

From: Craig J. Lemire, Chief of Department

Subject: Monthly Department Update – January 2026

Notable Items Related to Ongoing Operations:

- **Total Runs:** 593
- **EMS Calls:** 71% of total responses
- **Simultaneous Run Rate:** 69%
- **Tuscan Village Responses:** 26 total calls (4%)
- **West Side Responses:** 87 total calls (14%)
- **South Side Responses:** 146 total calls (24%)

Inspectional Services:

Category	Permits	Inspections	Revenue
Fire	61 (86 burn permits)	48	\$63,045
Health	-	51	\$49,600
General Inspectional	248	306	\$134,390
Well/Septic	5	-	\$500

Department Updates:

- Annual Ice Rescue Training was completed by all groups. Training Division collaborated with SPD who demonstrated the impact their drones can have on our rescues.
- Chief Lemire was speaker at both the Men's Morning group at Salem Senior Center and the Greater Salem Rotary Club. At both events, Chief gave an update on the department and gave a short lesson on winter safety, specifically how to protect from Carbon Monoxide exposures.
- Structure Fire occurred on January 15th in a residential home. A family lost their pets in the fire, fortunately no injuries to the residents or firefighters.
- Emergency Management Team meeting was held at Central Fire, and we completed a tabletop winter storm scenario. Great discussions and collaboration were held between departments.
- The significant snowstorm and cold weather have brought an uptick in call volume for the Fire Department.
- Chief Lemire was also the guest in the "What's Up Salem" podcast where the fire department facilities plans were discussed in detail.



TOWN OF SALEM, NEW HAMPSHIRE
HUMAN RESOURCES DEPARTMENT
33 GEREMONTY DRIVE, SALEM, NH 03079
(603) 890-2070

To: Joseph Devine, Town Manager

From: Rebekah McGuire, HR Specialist

SUBJECT: February 2026 HR Department Report

The Department of Human Resources is happy to highlight the following:

Employee of the Month: Ashley Andrews was selected as Employee of the Month for February 2026!

Ashley is consistently kind, professional, and a pleasure to work with. She communicates exceptionally well with members of the public who contact the Police Department, always remaining calm, respectful, and supportive—even in difficult situations. She is also a true team player. Ashley regularly helps train new hires, takes initiative on projects that keep information organized and accessible, and is known for her strong attention to detail. Her work on the warrants project is a great example of the care and accuracy she brings to everything she does. Ashley's dedication goes above and beyond. During a recent major town event, while off duty and at home with her family, she reached out to offer help and ultimately came in on her own time to support the department. She also frequently adjusts her schedule to cover shifts when needed and handles multiple responsibilities with ease. Ashley's reliability, positive attitude, and commitment to service make a real difference for both her colleagues and the community.

Congratulations, Ashley, and thank you for your continued dedication to the Town.





TOWN OF SALEM, NEW HAMPSHIRE
HUMAN RESOURCES DEPARTMENT
 33 GEREMONTY DRIVE, SALEM, NH 03079
 (603) 890-2070

Years of Service Overview: Celebrating Work Anniversaries in February 2026

In February, we celebrate the dedication of employees marking work anniversaries with the Town of Salem. Recognizing these milestones strengthens employee engagement and shows our appreciation for their continued contributions. Below is an overview of employees celebrating their anniversaries this month.

Employee Name	Title	Hire Date	Years of Service
Ortega, Christine	Accounting Clerk	2/10/2025	1
Hennessy, Michael	Patrol Officer	2/22/2021	5
White, Jacob	Patrol Officer	2/17/2025	1
Misenti, James	Custodian	2/27/2023	3
Cabrera, Jefry	Detective	2/18/2019	7
Hamilton, Nicholas	Firefighter/Parademic	2/23/2020	6
Lacarbonara, Joseph	Firefighter/Parademic	2/26/2020	6
Stevens, John	Firefighter/Parademic	2/29/2016	10
Sternberg, Pamela	Administrative Secretary	2/21/2024	2
Romano, John	Inspector	2/1/2022	4
Benson, Geoff	Deputy Director of MS - DPW	2/2/2009	17
Isabelle, Juliann	Recreation Coordinator	2/26/2024	2
Brown, Mark	WTP Operator II	2/3/2020	6
Parnell, Robert	Meter Repair Technician	2/2/2020	6
Ducharme, Natalie	Director	2/19/1985	41
Campbell, Rebecca	Head of Technical Services	2/19/2015	11
Fichera, Sean	SCTV Ops Manager	2/22/2022	4

Human Services Monthly Report

Month: January 2026

CALLS

TOTAL	RENT MORT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
54	7	12	4	3	5	3	5	0	3	10
	WATER	RESOURCES								
	0	2								

CALLS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	HOLIDAY	AMBULANCE	CREMATION	OTHER
54	7	12	4	3	5	3	5	0	3	10
	WATER	RESOURCES								
	0	2								

WALK INS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	RESOURCES	OTHER
1	0	0	0	0	1	0	0	0	0

WALK INS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	RESOURCES	OTHER
1	0	0	0	0	1	0	0	0	0

APPOINTMENTS

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	OTHER	BENEFITS	1 ST	F/U	NO SHOW/CAN.
14	3	2	1	0	1	2	0	0	0	5	8	1

APPOINTMENTS YTD

TOTAL	RENT	HOTEL HOUSING	HEAT	ELECTRIC	FOOD	GAS	WATER	OTHER	BENEFITS	1 ST	F/U	NO SHOW/CAN
14	3	2	1	0	1	2	0	0	0	5	8	1

RESOURCES GIVEN – TOTAL #/TOTAL \$

TOTAL #/\$	TOWN #/\$	OUTSIDE #/\$	ELECTRIC #/\$	RENT #/\$	HOTEL #/\$	HEAT #/\$	FOOD #/\$	GAS #/\$	LAUNDRY #/\$
11 \$5247	4 \$4697	4 \$550	0	2 \$3633	1 \$296	0	5 \$500	2 \$50	0
			HOLIDAY #/\$	WATER #/\$	CREMATION #/\$	OTHER #/\$			
			0	0	1 \$750	0			

RESOURCES GIVEN YTD – TOTAL #/TOTAL \$

TOTAL #/\$	TOWN #/\$	OUTSIDE #/\$	ELECTRIC #/\$	RENT #/\$	HOTEL #/\$	HEAT #/\$	FOOD #/\$	GAS #/\$	LAUNDRY #/\$
11 \$5247	4 \$4697	4 \$550	0	2 \$3633	1 \$296	0	5 \$500	2 \$50	0
			HOLIDAY #/\$	WATER #/\$	CREMATION #/\$	OTHER #/\$			
			0	0	1/\$750	0			

RESIDENTS CONTRIBUTION TOWARD HOTEL

Reporting Period	YTD
0	0

REFERRALS/HELP OUTSIDE AGENCIES

DATE	AGENCY	REASON	AMOUNT
1/5/26	Isaiah 58	Rent	\$500
1/5/26	Family Promise	Rent	\$500
1/23/26	Greater Salem Caregivers	Plowing	\$150
1/29/26	Isaih 58	Hotel	\$84
1/30/26	Salem Family Resources	Diapers/Wipes	\$72

MEETINGS/VISITS

Date	Meeting
1/6/26	Human Services – Liens
1/6/26	Salem CARES
1/8/26	SNHHSC
1/13/26	Staff Meeting
1/14/26	Muni Smart
1/15/26	NHLWAA
1/27/26	ERC Meeting
1/28/26	Energy Support & Solutions
1/29/26	Salem CARES Update Meeting

SUMMARY:

January was a quieter month than usual, which is unusual especially considering the bitter cold weather at the end of the month, I expected more calls about heat and hotels.

I have started 2 new projects, entering clients into Muni smart, which hasn't been done for 3 years and is a slow process and cleaning up the welfare liens, updating records and entering them, Cindy from Finance and Amanda from Assessing have been a big help with this. Hoping to make significant progress on these.

Salem Cares continues to be doing well; we had a great presentation on another housing resource that I was able to take advantage of for a client. Communication between the members has been growing stronger which leads to better services for residents and the town has benefited by agencies contributing toward the cost of resources for people that apply to the town for help.



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

Information Technology Department

MEMORANDUM

TO: Joe Devine, Town Manager
FROM: Tim Moynahan
RE: Information Technology Department Update
DATE: February 10, 2026

Operational Updates summary

- PD Phone Recorder went live on 1/28
- PD Copper replacement device went live on 2/4.
- Work continues for ProSuite implementation
- Increased meeting cadence for IT related items for new Police Department buildout
- Continued efforts for network resiliency and redundancy plan for Town Hall, Fire Department, and new Police Department

Operational numbers

Ticket Volumes Last Full Month (January)

195 Created tickets

By day of week

Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
32	54	28	36	45	0	0	195

182 Closed/Resolved Tickets



Town of Salem, New Hampshire

Community Development Department

Planning Division

33 Geremonty Drive, Salem, New Hampshire 03079

(603) 890-2083 - Fax (603) 898-1223

e-mail: jlafontaine@salemnh.gov

To: Town Council & Joseph Devine, Town Manager

From: Jacob LaFontaine, Planning Director

RE: Planning Division – January 2026 Update

Date: 2/10/2026

Please find recent Planning Division updates listed below:

- **The Planning Board** approved a 6,800 sq. ft. AutoZone at 42 North Broadway, and a proposal to add 150 seats at the Rockingham Christian Church at 2 Keewaydin Drive at their December 9th meeting. On January 13th, the Board approved a 19,600 sq. ft. restaurant and entertainment use (Loretta's Last Call and Game On) with reduced parking at 11 Mall Road, a revised site plan and phasing schedule for a 6,000 sq. ft. office, vehicle maintenance and dry ice manufacturing building, 20,000 sq. ft. warehouse/storage building, and paved tractor trailer storage area at 44 Pelham Road, a conditional use permit for additional signage at Canobie Lake Toyota at 417 South Broadway and a two-lot subdivision at 59 Millville Street. Applications for additional signage at Whole Foods at 24 Via Toscana and an 11,000 sq. ft. daycare facility at 142 Main Street are scheduled to be heard on February 10th. *The Board currently has a call for three alternate positions posted and is scheduled to hold interviews at their February 10th meeting.*
- **The Zoning Board of Adjustment** heard five petitions on December 11th, four petitions on January 6th and seven petitions on February 3rd granting variances to construct an ADU with reduced setbacks at 14 Samoset Drive, to allow two ADUs greater than 950 sq. ft. at 18 Samoset Drive and 153 Millville Street, to allow a duplex with reduced frontage at 175 Main Street, subdivision of a duplex lot with reduced area at 8 Atkinson Road, an equitable waiver for reduced setback at 6 Lee Joy Lane, additional off-site signage at 24 Via Toscana (Whole Foods), and use variances for commercial use at 44 Pelham Road, a daycare facility at 142 Main Street, and a pickleball club at 179 Main Street. The ZBA also denied a rehearing request for 11 manufactured housing units at 52 Granite Ave and an appeal of an administrative decision to allow a home occupation for a dog grooming business at 18 Scollay Circle. A request for increased height for 22 townhomes at 177 Main Street was continued to the March meeting. *The ZBA meets next on March 3rd and currently has a full slate of alternate members.*
- **A Comprehensive Zoning Update** request for qualifications (RFQ) is in the process of being posted. The comprehensive update of the zoning ordinance will help ensure congruence between the ordinance and the recently adopted Master Plan.

- **Code Enforcement** has continued at a steady pace. Code Enforcement Officer Bob McDowell has specifically been working to address encroachments on Town land and conservation easements held by the Conservation Commission. He is also working to address instances of site plan noncompliance, accessory apartments constructed without permits and complaints regarding commercial uses at 89 N. Main Street.
- **Plan Review Meetings** continue to be hosted on a bi-monthly basis. The interdepartmental meetings are held to review upcoming land use applications and to create a more streamlined and predictable process for applicants.
- **Zoning Amendments** are currently being workshopped by the Planning Board. Amendments being considered are relative to the maximum size of accessory dwelling units, revisions to the Permitted Use Table, and to allow multifamily housing on commercially zoned land per House Bill 631 (RSA 674:77-78).
- **The Historic District Commission** is continuing to work on updating their regulations, reviewing potential design criteria, and working on public outreach and engagement.
- **Professional Development** - In November, Planning staff participated in the Regional Economic Development Center's CEDs (Comprehensive Economic Development Strategy) meeting, which was hosted by Salem Community Development at Salem's Old Town Hall. At the meeting staff presented on recent economic development activity in Salem. On January 8th, Planning Director Jacob LaFontaine also presented at Leadership New Hampshire's Business and Economy Day hosted at the Manchester-Boston Regional Airport – other panelists included Bev Donovan, Economic Development Director at the Town of Derry and Kevin Smith, Woodmont Commons. Staff are scheduled to attend the Initiative for Housing Policy and Practice at Saint Anselm College's Housing and Economy Speaker Series on February 11th.



Town of Salem

New Hampshire

To: Town Council

From: _____

Date: _____

Re: Monthly Department Activities Update

Notable items Related to Ongoing Operations

Department Goal Updates

Training/Personnel Updates

Upcoming Items/Key Dates

Other/In the News

Public Works Division/ January 2026

Streets and Shops:

1. January has been a busy month for Winter Operations. Weve been out for 17 events in the month. We have had six plow events for a total of 33 inches of snow
2. The administrative assistant has been busy handling citizen calls for service related to the winter events. She has created 138 work orders for winter operations.
3. The crews have been working every weekend in January, and we missed the two playoff Patriot games on Sunday's.
4. The month has been extra challenging with two ice events; the ice events are long duration and require constant monitoring of the roadways.
5. After the roads are plowed the sidewalks need clearing. The school zone sidewalks get cleared first and then the operators move into the secondary sidewalks in town. These machines have been out most of the month.

Parks and Properties:

1. This division has also been busy with the cold weather in January; we have been battling a large ice dam on the back of town hall for weeks. It forced the closure of the back door to the town clerk's area for a couple of days with the ice built up.
2. A crew was able to paint the hall in town hall by the town manager's office
3. An emergency replacement of the furnace at the old train station had to be completed.
4. A wooden guardrail was installed in the parking lot of the senior center.
5. There was a burial this month that the crew had to work through one foot of frost to complete doubling the time it took.

Fleet

1. The fleet division is very busy with prep for the storms and then the repairs and maintenance after.
2. We have had two wings to the big trucks that have had to been rebuilt in the shop.
3. D21 had a major breakdown needing a DPF filter replaced. This was done in house.
4. The large trucks have calcium systems on board. With the extremely cold weather the shop has had multiple repairs to the systems.
5. On top of the winter truck breakdowns the shop has been keeping up with the daily maintenance to the fleet.

Upcoming projects: Winter Operations



TOWN OF SALEM, NEW HAMPSHIRE

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SALEM COMMUNITY TELEVISION

MEMORANDUM

To: Joe Devine, Town Manager
From: Tom Giarrosso, Executive Director, SCTV
Date: February 10, 2026
Re: SCTV January 2026 Department Update

January 2026 Department update notes for SCTV:

Kenny Chouinard covered the '250th Commemoration of New Hampshire's Independence Day 2026' at the Old Town Hall on January 5th, where residents participated in a reenactment and celebration of NH's moves to establish liberty from Great Britain in 1776.

Susan McLoughlin created a Carbon Monoxide PSA with Salem Fire Chief Craig Lemiere about the dangers of the odorless gas. She also covered the Chief for the January Men's Roundtable at the Ingram Senior Center. The full show included an overview of the SFD, CO Safety and When to Call 911 Immediately. She also talked with Police Chief Joel Dolan who updated the town about the construction of the new Police Station.

Mya Girouard produced an employee 'Happy Holiday' reel for social media including many of our Town employees well-wishing the Town of Salem. She also directed the NH Philharmonic Holiday Concert video for SCTV as well as editing 'Property Fraud Alert with Cathy Stacey' at the Senior Center.

SCTV posted information about the upcoming elections, including a video by the Town Moderator on the new polling place locations, posts about warrant articles and candidate deadlines for filing and registering to vote in the March elections.

SCTV will gather our election information in one place for easy access at elections.salemnh.tv and will include sample ballots, candidate information, and videos on the warrants as they are released.

New episodes of the 'What's Up Salem' podcast were released including Finance Director Nicole McGee, Conservation Commission Chair Georgia Brust and Town Assessor Jon Duhmel.

Bob Berthel continued creating new episodes of our series 'Salem History on Tape' with a look back at the 1975 Salem Holiday parade, an interview with Boston Patriot John Hannah, and a concert by the Ken Swenson band in 1974.

Respectfully submitted,

Tom Giarrosso
Executive Director
Salem Community Television



Utilities Division – Monthly Report For January 2026 Prepared by Frederick Wallace

Treatment Lab

1. 20 Bacteria samples from distribution system
2. TOC and UV254 samples from distribution system
3. Nitrate, Nitrite, Chloride, and sulfate samples from the distribution system.
4. Q.C. samples (Chlorine, Temp, pH, Alkaline, color, turbidity, hardness, and iron) taken from distribution system.
5. Water bioburdens and Heterotrophic Plate counts- set up and reading.
6. Daily bench labs for quality control and compliance.
7. Prepare and submit disinfection quarterly report
8. Review Radiochemistry for CCR
9. Prepare quarterly disinfection report

Systems

1. Maintain and inspect 10 sewer pump stations weekly.
2. Run emergency generators at all water and sewer facilities once a week.
3. Inspect sewer trouble spots for blockage.
4. Fill chemical day tanks and log readings at water treatment plant daily. Adjust chemical feed as needed.
5. Fill chemical day tanks at Northland Rd PRV Station and make necessary adjustments to chemical feed system daily.
6. Calibrate pH probe, cL17, and turbidimeters weekly.
7. Work with United Compressor @ Commercial Drive PS.
8. Check Millville and Arlington Dam weekly
9. Work with DPW winter operations, salt / plow

Meters/Backflow

1. 136 Backflow Assemblies tested.
2. 20 Back flow appointments
3. 50-re-reads
4. 47 Meter service calls

5. 2- new meter installs
6. 23 MIU replacements
7. Water shutoffs for non-payment
8. 2 Seasonal shut offs.
9. Work with DPW winter operations, Salt/plow

Distribution

1. 5 Water main repairs
2. 75 Dig safe mark outs
3. 7 service repairs
4. 4 service inspections
5. Cleared snow from Hydrants throughout town.
6. 4 hydrant repairs
7. Whistle Hill (Windham) water service inspections
8. Paved 4 break holes
9. Check stock and equipment
10. 1 Pressure test
11. 11. Work with DPW winter operations, salt / plow